

Coconino County • Arizona

# Emergency Management Assistant Director



**Coconino County** is a land  
of vast and endless beauty,  
home to many cultures.

**“I am inspired by how  
our team members  
and residents work  
together to build  
strong, vibrant  
communities  
across our  
County.”**

Jimmy Jayne  
County Manager  
Coconino County

## **UNIQUE OPPORTUNITY**

Coconino County Emergency Management is recruiting for an Assistant Director. CCEM is committed to an innovative, collaborative and empowering culture – a culture that supports a strong sense of belonging and deep trust. All team members work together to create, share, challenge and grow our team. The Assistant Director is a key contributor to this transformational leadership vision, specifically working within the County Manager’s Office, Public Works, Sheriff’s Office and with others to provide guidance and support. Unique to our department are the various hazards and threats facing the County and the high-operational tempo atmosphere that exists during major events.



## COCONINO COUNTY

- Coconino County is the second largest county in the contiguous United States; larger than the country of Switzerland.
- More than 140,000 people live here.
- 27 percent of the population is of Native American descent; 14 percent is Hispanic.
- Nearly a third of the residents have a college degree.
- The largest city is Flagstaff, with approximately 72,000 residents.
- Other communities include Page, Williams and Sedona.



**“The landscape across Coconino County is truly stunning. It draws active, engaged people who work hard, play harder and care deeply about their community. It is a very special place to call home.”**

– LUCINDA ANDREANI, Deputy County Manager • Coconino County

### THE IDEAL CANDIDATE

The Emergency Management Assistant Director, a newly established position necessitates an understanding and the ability to embrace the breadth and complexity of an Emergency Management Department that serves a very large County – a County that is over 18,600 square miles with six municipalities and encompassing several international tourist destinations. This position supervises many of the daily operations of the department and several of its team members in alignment with the strategic direction provided by County Leadership and the Department Director.

The ideal candidate brings a balance of practical emergency management experience as well as supervisory/coaching experience and leadership vision. Specifically, Coconino County Emergency Management seeks a professional with enhanced knowledge in the areas of Emergency Operations Center management and the four areas of Emergency Management (Preparedness, Response, Mitigation and Recovery).

### WE VALUE HONESTY, FAIRNESS, MUTUAL RESPECT

The Assistant Director is a skilled leader and motivator who is open-minded, ethical, honest and accountable. This individual is enthusiastic about public service, supports a transforming Emergency Management team and exhibits superior character traits, including:

- Professional credibility and confidence
- Trustworthiness, humility, and integrity
- Balances big picture, visionary thinking with thoughtful strategic implementation of County programs and services
- Sensitivity and savvy navigating the political nature of the work
- Agility to work with community partners, residents and elected officials on key community priorities
- Experience leading and coaching diverse teams towards their goals
- Builds meaningful, collaborative relationships
- Builds teams through support, coaching and inclusion
- Thoughtful leadership committed to nurturing a work culture of learning and accountability



# Coconino County offers four seasons with 300 days of sunshine



Sedona, Arizona

## BUILT ON STRENGTH, LEADERSHIP AND COMPASSION

Coconino County Emergency Management promotes a transformational leadership philosophy that inspires team members to achieve extraordinary results while cultivating our next generation of leaders. Every team member

is expected to lead by example, regardless of their job title. The Assistant Director is expected to foster a climate of



trusting relationships, take ownership for their actions, honor diversity, seek and share knowledge openly, as well as accept that every outcome presents a new learning opportunity.

## FLAGSTAFF

Flagstaff is a sophisticated four-season destination city with the warmth and charm of a small town bathed in spectacular natural beauty.

- Located at 7,000 feet at the base of the San Francisco Peaks.
- Situated on the storied Route 66, and at the crossroads of Interstate 17 and Interstate 40.
- Flagstaff Airport transports thousands each year with 66,526 enplanements in 2017.
- Grand Canyon National Park is a 90-minute drive away; Sedona and the Red Rock Country are a 45-minute drive from Flagstaff.
- Arizona Snowbowl offers skiing and snowboarding; Arizona Nordic Village grooms nearly 30 miles of trails for cross-country skiing.
- More than 56 miles of trails make up the Flagstaff Urban Trail System.
- Four-and-half million people visit the historic downtown district annually.
- World-class astronomical research and public education continue at Lowell Observatory, where Pluto was discovered.
- Arts and science festivals help generate more than \$90 million annually in tourism revenue.
- The Museum of Northern Arizona houses more than five million Native American artifacts, natural science specimens and fine art pieces.
- Flagstaff Medical Center is the region's Level 1 Trauma Center.
- Flagstaff is home to Northern Arizona University, a premier research and higher education institution with more than 20,000 students.
- Coconino Community College fosters a learning environment for 10,000 students each year and is instrumental in training the County's nurses, firefighters and paramedics.

## OUR AWARD-WINNING CITY

- Named #1 "Most Up and Coming City" by *American Unraveled*
- Listed among the 25 Best Towns of 2017 on *Outsideonline.com*
- Ranked #3 for Best College Town in America by *American Institute of Economic Research.com*, 2017
- Recognized among the Top Four Community College Towns by *TurboTenant*
- America's First STEM City
- First International Dark Sky City
- Lowell Observatory is considered "America's Observatory" by *Astronomy Magazine*





## COMPETITIVE COMPENSATION

**The salary range for the  
Emergency Management Assistant Director  
is \$65,341 – \$96,052**

## DEPARTMENT FUNDING – AN INVESTMENT INTO THE FUTURE

Coconino County Emergency Management has several funding sources that provide for the overall budget. Emergency Management Program Grant (EMPG) funding, coupled with a County General Fund match makes up most of the \$504,000 operating budget of the department. To maximize funding opportunities, the department also provides in-kind match in the form of capturing volunteer hours, events and trainings that supports the Emergency Management's mission for the County and State of Arizona. Additional revenues are received through grant proposals to the Arizona Department of Environmental Quality and the Homeland Security Offices as well as contracted services with several communities within the County.

## OPERATIONALLY DRIVEN DEPARTMENT

Coconino County has a significant history of major events that effect its citizens and visitors. Wildland fires present the greatest threat to the County, due to the nation's largest stand of ponderosa pine forest within Coconino County between the Kaibab and Coconino National Forests. In 2018, the Emergency Operations Center was activated eight times due to wildfires involving evacuations and other impacts to communities. Additionally, flood events in 2018 led to the activation of the emergency operations center, in support of affected regions of the County. The department is dedicated to a robust training and exercise program dedicated to the overall readiness of the County.

## ROBUST BENEFITS PACKAGE

Coconino County offers a comprehensive and cost-effective benefits package as a member of the Northern Arizona Public Employees Benefit Trust. In addition to medical, dental, vision, life insurance, FSAs and HSAs, the County's insurance includes the Vera Whole Health Clinic, a free clinic for employees and their enrolled family members. The County offers a robust wellness program, an employee assistance program, tuition reimbursement, vacation sell-back program, personal day purchase, paid volunteer time off, training academies, leave sharing and professional development opportunities. Team members also receive 10 paid annual holidays in addition to vacation time and membership in the Arizona State Retirement System. For detailed information on the benefit offerings, including cost tables, visit <http://www.coconino.az.gov/258/Employee-Benefits?nid=258>

## APPLICATION PROCEDURE

For more information regarding the Assistant Director of Emergency Management position as well as the Coconino County Emergency Management Department, please go to [www.coconino.az.gov/EmergencyManagementAssistantDirector](http://www.coconino.az.gov/EmergencyManagementAssistantDirector).

Contact the County Recruiter with any questions at [recruiter@coconino.az.gov](mailto:recruiter@coconino.az.gov) or (928) 679-7100.

